



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Health System



**Date:** September 20, 2016  
**Board Meeting Date:** October 4, 2016  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Louise Rogers, Chief, Health System  
Carlos G. Bolanos, Sheriff

**Subject:** Transfer responsibility for correctional food and nutrition services from the Health System to the Sheriff's Office

**RECOMMENDATION:**

Recommendation to transfer the Food and Nutrition Services from the Health System Correctional Health Services division to the Sheriff's Office.

**BACKGROUND:**

In January of 2016, the County enlisted Health Management Associates to review and recommend best practices for the delivery of food services, medical, mental health, and alcohol and drug services to the adult inmate population in correctional facilities. Health Management Associates reported that the arrangement between Correctional Health Services and the Sheriff's Office for the provision of food services is unusual. In most correctional settings, food services reports to personnel in the custody chain-of-command. In our current arrangement, Correctional Health Services, Food and Nutrition Services personnel are part of the Health System and rely on inmate workers to prepare the food. Correctional Health Food and Nutrition Services provides the food at the Sheriff's Office Adult Correctional Facilities and the Probation Department's Youth Services Center (YSC) and camps. Health Management Associates recommended that we reconsider this arrangement and transfer the unit and responsibility for food services from the Health System to the Sheriff's Office.

**DISCUSSION:**

Custody oversight is important in correctional food services, whether or not inmate workers are used, because of the high level of contact with the outside for deliveries and the high level of contact with dangerous equipment and food that can easily become contraband. Where inmate labor is used, custody can use its authority to discipline inmate workers if necessary, check for contraband, and conduct other safety measures.

In the current arrangement, Correctional Health Services staff supervise inmate workers but do not have disciplinary authority. This arrangement is unsatisfactory to both Food and Nutrition Services and custody leadership.

The Health System and Sheriff's Office have the following recommendations:

1. Move the administration of Food and Nutrition Services from the Health System's Correctional Health Services to the Sheriff's Office. A total of 23 positions will be transferred from Correctional Health including one Cook position to the San Mateo Medical Center who provides services at Canyon Oaks, a Health System facility. The remaining 22 positions will be transferred to the Sheriff's Office. A dietitian will remain in Correctional Health due to the medical nature of their work, and the other duties they perform that are not directly supporting food services. However, the Sheriff's Office will continue to fund a portion of the dietitian's time. The Sheriff's chain of command will address direct supervision of inmate food service workers and security of food service operations. As a result of this change, the Sheriff will also be able to align the food service operations with the potential for an expanded Culinary Arts Program and further opportunities for inmates to gain experience in food services.
2. Increase Net County Cost on an ongoing basis for \$550,000 in the Sheriff's Office budget to allocate funding for special approved meal trays which are both safe for inmates and compatible with the jail kitchen equipment. These meal trays are required for use in serving food and were budgeted during September revisions for appropriation in the FY16-17 Adopted Budget.
3. Transfer the agreement between the Probation Department and the Health System for food services to an agreement between Probation and the Sheriff's Office, through which the Sheriff's Office is responsible for providing the food to YSC and the camps.

The Health System will likely bring additional recommendations related to Correctional Health Services to the Board as a result of the Health Management Associates consultation in the coming months.

The recommendations have been reviewed and approved by County Counsel as to form.

The recommendations contribute to the Shared Vision 2025 outcome of a Healthy Community by providing nutritional food services to those in correctional facilities. The recommendations also contribute to the Shared Vision 2025 outcome of a Safe Community by ensuring proper supervision of inmate food service workers and security of food service operations.

## **PERFORMANCE MEASURE:**

Measure	FY 2015-16 Actual	FY 2016-17 Projected
Percent of grievances related to food services resolved within three months*	N/A	95%

\*Food Services will develop a system to track and categorize inmate grievances related to dietary and food allergy complaints.

**FISCAL IMPACT:**

The annual cost for the correctional food services is \$5,867,864 which is supported by Intrafund Transfers from the Sheriff's Office, Probation and Health Services. To allow sufficient time for the administrative functions to be transferred, the budget has been transferred effective January 1, 2017. As a result, \$2,816,641 has been transferred to the Sheriff's Office and \$76,516 has been transferred to the Medical Center. The transfer from Probation will remain the same, however, the funds will be transferred to the Sheriff's Office rather than Health Services. An increase in Net County Cost of \$550,000 is appropriated for the required meal trays within the Sheriff's Office budget.